



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PARALEGAL I
PARALEGAL II

Class No. 003942
Class No. 003943

■ CLASSIFICATION PURPOSE

Under the direction and general supervision of an attorney, assists in preparing cases for various court actions; handles administrative and business matters; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This classification is generally found in the offices of the District Attorney, Public Defender, Child Support, and Sheriff. The Paralegal classes are responsible for assisting attorneys in preparing criminal, family, or administrative hearing cases for trial. The Paralegal class series differ from the Graduate Law Clerk class in that incumbents in the latter are hired only on a temporary basis and are qualified as a recognized law school graduate performing professional legal work.

Paralegal I:

This is the first working level in the class series. Under general supervision, incumbents are responsible for conducting progressively more complex legal research, document preparation, and case participant interviews.

Paralegal II:

This is second working level in the class series. Under direction, incumbents are responsible for independently performing the full-range of paralegal duties for the more complex cases and/or supervising subordinate paralegal staff.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Paralegal I

Essential Functions:

1. Plans, develops and manages cases.
2. Conducts statistical and documentary research.
3. Analyzes and interprets various financial information.
4. Interviews parties and their attorney regarding various child support issues, criminal cases or juvenile proceedings.
5. Maintains general contact with clients and witnesses.
6. Conducts legal research.
7. Analyzes and drafts legal documents, motions, briefs, pleadings and correspondence.
8. Responds to propounding discovery and discovery requests.
9. Reconciles and summarizes depositions, interrogatories and testimony, preliminary hearings, motions, and trials.
10. Collects, compiles, and utilizes technical information to make an independent decision and recommendation to the supervising attorney.
11. Performs related work.
12. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Paralegal II

Essential Functions:

All the duties listed above and

1. Performs paralegal duties for the more complex cases and/or supervising subordinate paralegal staff.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Methods and techniques of legal research.
- Legal principles, processes, and practices.
- Legal terminology, forms of actions, and procedures.
- Federal and state codes, laws, statutes, court systems, and procedures.
- Interviewing techniques.
- Principles and practices of supervision.
- County customer service objectives and strategies.
- Telephone office and on-line etiquette.

Skills and Abilities to:

The following apply to all classes:

- Perform legal research and analyze a variety of legal documents, files, and records.
- Investigate facts and obtain relevant information.
- Read comprehensively and prepare concise written summaries.
- Conduct interviews of parties and their attorneys, defendants, juvenile clients, and witnesses.
- Prepare stipulated agreements, orders after hearing, answers, affidavits, declarations, complaints, motions, petitions, accounting and other legal documents.
- Read, understand, and interpret applicable State and Federal codes, laws and statutes.
- Effectively communicate in oral and written form to present arguments and factual statements on legal issues.
- Effectively communicate with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences or decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Paralegal I:

1. Completion of an American Bar Association approved paralegal program; OR, successful completion of the Certified Legal Assistant (CLA) examination of the National Association of Legal Assistants, Inc.; OR,
2. An associate's degree or higher in paralegal studies (J.D. degree qualifies) from an accredited college or university.

Paralegal II:

1. At least two (2) years of full-time journey-level paralegal experience in a law or government office setting assisting in preparing cases for trial while working under the direct supervision of an attorney; OR,
2. At least two (2) years of experience as a Paralegal I in the County of San Diego.

Note: Additional years of experience as described above may be substituted for the education requirement on a year-for-year basis. Legal secretarial, clerical, or investigative experience is not qualifying.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: December 24, 2002

Revised: March 24, 2003

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